

## ***PLANNING BOARD DEVELOPMENT REVIEW REGULATIONS***

### **SECTION 1.0. RULES & REGULATIONS PERTAINING TO THE CITY OF GLOUCESTER OPEN SPACE RESIDENTIAL DEVELOPMENT (OSRD) ZONING ORDINANCE. (Approved August 25, 2003)**

#### **I. PURPOSE**

- A. The purpose of the following rules and regulations is to implement the Gloucester Zoning Ordinance, Section 5.15, Open Space Residential Development (OSRD). The rules and regulations provide standards for development of OSRD communities, a preferred method of land development in residential districts. The ordinance promotes OSRD developments that are consonant with existing site features, that limit site disturbance and that promote set-asides of permanently protected open space. OSRDs shall comply with the standards set forth in this section, unless waivers to one or more of these standards are judged by the Planning Board to result in a substantially better design.

#### **II. DETAILED DESIGN STANDARDS.**

- A. **Disturbed Areas** -- A disturbed area is defined as any land not left in its natural vegetated state and topography. Note: in order to identify locations where disturbed area is proposed, there are submission requirements for the proposed site plan map requiring the delineation of: existing vegetative cover; areas where existing vegetative cover may be altered (such as when it is proposed to remove vegetation); and/or any area cut or filled, with specific identification of areas changed in elevation by two (2) or more feet.
  - 1. The OSRD shall be designed to:
    - i. Minimize disturbance to Primary Conservation Areas (See OSRD zoning ordinance for definition);
    - ii. Provide minimal disturbed area within Secondary Conservation Areas (See OSRD zoning ordinance);
    - iii. Provide minimal disturbed area within Potentially Developable Areas (See OSRD zoning ordinance); and
    - iv. Minimize adverse impacts within the Watershed Protection Overlay District.
- B. **Traffic and Circulation**
  - 1. All Streets, Roads and Driveways in the subdivision shall be designed to provide for safe vehicular and pedestrian access and egress.
  - 2. Roadways shall form an interconnected pattern of rectilinear or curvilinear streets, to the extent possible. If one or more properties adjacent to the OSRD site are undeveloped and have development potential, the OSRD plan shall provide at least one (1) right of way, suitable to provide future roadway connections to the adjacent areas, as required by Planning Board under its subdivision review regulations. Cul de sacs are discouraged.
  - 3. All residences within the OSRD site shall be granted a right of way.
  - 4. The proposal for operation and maintenance of the rights of ways internal to the site shall be the responsibility and liability of the applicant and future owners. All rights of ways shall be reviewed by the Board, including public and private street

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- connections, proposed public and private roads and driveways, and bicycle and pedestrian paths.
5. Minimum pavement width for streets serving more than four (4) units should be twenty (20) feet or greater in width, unless the Board deems otherwise.
  6. Where parking is provided on a street with the consent of the Board, the minimum pavement width on such streets shall be twenty four (24) feet or greater.
  7. Each dwelling unit with two (2) or more bedrooms should be served by two (2) off street parking spaces; dwelling units with one (1) bedroom can be served by a minimum of one and a half (1.5) off street parking spaces, unless the Board deems otherwise. [Note: garages and areas in front of garages may count in this computation in cases when clear description is specified on the plan and approved by the Board to ensure when it finds that vehicles operating from the proposed parking area would not interfere with the circulation of adjacent sidewalk, driveway or road.]
  8. On-site pedestrian and bicycle circulation -- walkways and/or bicycle paths shall be specified to link residences with parking areas, recreation facilities (including parkland and open space), and adjacent land uses where appropriate.
  9. Where possible, shade trees, or other species of trees, shall be planted in or adjacent to streets, roads and driveways in a subdivision.
  10. Gravel (pervious) surface treatments on streets, roads and driveways may be preferred; however, specifications/ departures from standards presented in the Subdivision Review Regulations shall be specified in the site plan.

### **C. Landscaping & Screening**

1. As described in 'Drainage', landscaping treatment in the vicinity of buildings, ways, structures and utilities should be designed and specified to impede rapid stormwater run-off.
2. There should be attempts to specify non-invasive and drought-resistant species of plants within disturbed areas.
3. Landscaping treatment in the vicinity of buildings, ways, structures and utilities should be designed to camouflage infrastructure and blend development with natural features.
4. Landscaping treatment should be used to minimize direct views of one structure to another when buildings or groups of buildings are proposed in close proximity to one another, such as when there is less than fifty (50) feet between the respective exterior walls of opposing structures (or directly opposing parts of structures).
5. Landscaping treatment should be provided for shading of ways and parking areas.
6. Permanent maintenance of open space and landscape improvements, including the stormwater utilities, shall be described in a program document that provides detailed operation and maintenance procedures and responsibilities.
7. Parking areas with greater than ten (10) spaces shall be screened from public view.
8. Parking areas with more than fifteen (15) spaces shall be divided into smaller sections, defined by landscaped strips or buffers consisting of vegetation and/or earthen berms.
9. Dumpsters and storage area shall be screened by buffers consisting of vegetation or earthen berms.
10. Proposed lighting shall minimize glare.

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### **D. Drainage.**

1. 'Soft', open (nonstructural) stormwater management techniques (such as swales) and other drainage techniques that slow the rate of runoff, reduce impervious surface and enable infiltration should be employed where appropriate consistent with local ordinances pertaining to drainage and grading and Rules and Regulations Governing the Subdivision of Land (including Appendix A-1 STORMWATER MANAGEMENT).
2. Landscaping treatment in the vicinity of buildings, ways, structures and utilities should be designed to impede rapid stormwater runoff.
3. A permanent operation and maintenance program for the stormwater system shall be provided.

### **E. Building Orientation and Building Massing**

1. Proposed structures shall be compatible with nearby structures in terms of character; scale; mass; volume; color and major design elements.
2. Proposed structures should be situated in relation to the site circulation system and other structures such that there can be basic evacuation by residents and access by public safety officials in the event of an emergency.

## **III. SUBMISSION OF PLANS & DOCUMENTS FOR OPEN SPACE RESIDENTIAL DEVELOPMENT**

### **A. PRE-APPLICATION.**

1. Zoning Ordinance 5.15.6.1 requires that all applicants shall make a written request for an informal pre-application review as described in Section 2.9 of the Subdivision Rules and Regulations.
2. The pre-application stage is intended to promote informal presentation to and discussion with the Board regarding the notion (concept) for a development. The forum is intended to establish communication between a potential developer and the Board so as to establish a dialogue on land development objectives and OSRD process. Generally, it is not recommended that this forum be used to review detailed plan specifications, although this is permissible.
3. All submittals under this section shall be clearly labeled "PRE-APPLICATION".
4. The form of a pre-application required under Section 5.15.6.1 shall be:
  - a. A written letter, received at the Community Development Department no later than sixteen (16) days prior to a regularly scheduled Planning Board meeting.
  - b. The letter application shall be addressed to the chair, care of the Community Development Department, and it shall identify:
  - c. That the applicant seeks pre-application review of a site for a potential OSRD;
  - d. The property owner;
  - e. The address(es) of the subject site and the applicable Assessor Map(s) and Lot(s).

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### **B. SITE PLAN**

1. The site plan consists of the yield plan and the sketch plan.
2. An application will not be considered complete until there is receipt of both the required yield and the required sketch plan.

### **3. YIELD PLAN**

- a. A Yield Plan showing the maximum number of lots that can be placed on a site and submitted as part of an OSRD Site Plan under Section 5.17.7 shall consist of:
  - i. A Yield Plan Map; and
  - ii. A Yield Plan Narrative explanation detailing the results of the determination of proposed yield.
- b. The yield plan shall be based upon applicable city ordinances and site plan standards, including:
  - i. Zoning Ordinance minimum requirements, including minimum lot requirements for the applicable zoning district;
  - ii. Standards in the Rules and Regulations Governing the Subdivision of Land in Gloucester; and
  - iii. Standards in the Planning Board's Development Review Regulations.
- c. In cases where connection to public sewers is proposed, the yield plan shall show a conceptual layout of access to the site (such as a road providing required frontage) along with a conceptual layout of lots for a conventional, grid subdivision.
- d. In addition to the above requirements, for cases where connection to public sewers is not proposed, the yield plan shall provide evidence that adequate on-site sanitary wastewater treatment and disposal systems may be constructed to serve the number of dwelling units proposed. This evidence shall include documentation, prepared by a Professional Engineer, demonstrating suitable soil and groundwater conditions as determined by representative sampling and testing of the buildable areas of the site using methods approved by the Health Department, guided by state and local standards pertaining to the siting of sanitary systems. The Planning Board shall consult the Health Department and Board of Health regarding the methods used and their interpretation of the findings of such analysis. Note that while Planning Board seeks to encourage flexibility in the design of development, this standard helps promote early awareness of relationships between soil capabilities on the site, a sustainable number of dwellings, and the placement of dwellings respective to soils that will be used to site sanitary system(s).
- e. **REQUIRED FORM FOR THE YIELD PLAN**
  - i. The specific required contents of the Yield Plan Map are contained within the Planning Board's Development Review Regulations under APPENDIX A: YIELD PLAN MAP CHECKLIST. The Yield Plan Map Checklist and all OSRD checklists are incorporated herein by the Planning Board as part of these Rules and Regulations Pertaining To The City of Gloucester OSRD Zoning Ordinance. Gloucester OSRD Zoning Ordinance. Staff will utilize the checklist in its review of applications on behalf of the Planning Board.

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- ii. The specific required contents of the Yield Plan Narrative are contained in the Planning Board's Development Review Regulations under APPENDIX A2: YIELD PLAN NARRATIVE CHECKLIST.
- 4. SKETCH PLAN
  - a. A Sketch Plan submitted as part of the OSRD Site Plan under 5.15.7 shall consist of:
    - i. A Sketch Plan Map (plan) of the site containing descriptive site plan details and information regarding existing features and the proposed design of an OSRD on the site; and
    - ii. A Sketch Plan Narrative description regarding the concept for a development, including the layout of open space, stormwater management, wastewater management, utilities, landscaping, and other aspects of open space, infrastructure, and building design.
  - b. REQUIRED FORM FOR THE SKETCH PLAN
    - i. The specific required contents of the Sketch Plan Map are contained within the Planning Board's Development Review Regulations under APPENDIX B: SKETCH PLAN MAP CHECKLIST. Staff will utilize the checklist in its review of applications on behalf of the Planning Board.
    - ii. The specific required contents of the Sketch Plan Narrative are contained within the Planning Board's Development Review Regulations under APPENDIX B2: SKETCH PLAN NARRATIVE CHECKLIST.
- C. REVIEW PROCEDURE AND POLICIES PERTAINING TO OSRD SITE PLANS
  - 1. The Planning Board may request an independent technical review of a site plan, provided for at the expense of the applicant independent of the application filing fee, pursuant to the Subdivision Review Regulations and M.G.L. Ch. 44 Sect. 53G.
  - 2. A Site Plan shall be considered a complete application, according to zoning ordinance 5.15.8.3, upon the majority vote of the Planning Board at a meeting when the specific OSRD application is properly posted on a Planning Board meeting agenda filed with the City Clerk.
  - 3. All application materials (submissions) must be received no less than six (6) days prior to a scheduled Planning Board meeting.
  - 4. The form of all plan map application shall be thirty (30) copies of required drawings compiled in sets of consecutively numbered pages on twenty four (24) by thirty six (36) inch size sheets.
  - 5. The form of all narrative application materials shall be thirty (30) copies of a complete set of all narrative documents with the pages consecutively numbered.
  - 6. The form of proper notice for a Planning Board public hearing on a proposed site plan is notification of the hearing to all abutters and all abutters to abutters, and to any other property owner within three hundred (300) feet of the subject site, along with a notice advertising the public hearing concerning the specific site plan in the Gloucester Daily Times at least twice prior to the hearing, one point being no more than fourteen (14) days prior to that hearing.

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### **APPENDIX A:**

#### **YIELD PLAN MAP CHECKLIST**

The Yield Plan map shall contain the following information on a 24 by 36 inch sheet:

- A. Title block information along with the notation YIELD PLAN MAP. The title block shall include the following information:
  1. A development name.
  2. Assessor map(s) and parcel number(s) for the overall site subject to OSRD.
  3. The street address(es) for the overall site subject to OSRD.
  4. The name(s) of the record owner(s).
  5. Name(s) of the applicant(s).
  6. Name of the Landscape Architect and Engineer that prepared the plan.
  7. The address and phone numbers of the Landscape Architect and Engineer that prepared the plan.
  8. Sheet number and the total number of sheets in the set, labeled consecutively.
  9. A title defining information contained on a specific sheet.
  10. A block for revisions, with sufficient space to provide the date of revisions and notation describing the changes.
- B. A detailed locus plan of the site and vicinity at one (1) inch equals a 1,000 feet, showing the area road network, proposed roads, USGS topography, and other features.
- C. Horizontal scale of one inch equals forty feet.
- D. A detailed legend;
- E. North point;
- F. Boundaries of the overall site subject to OSRD application and property lines within 250 feet of the exterior property lines of the site.
- G. Topography as shown by two foot contour lines for the site and within 250 feet;
- H. Areas of the plan designated as wetlands, including all on-site local, state, and federal regulatory (wetland) resource boundaries and buffer zones clearly identified along with all flag locations numbered and placed upon the plan.
- I. Location of existing storm drains and appurtenances on site and outside it within 250 feet.
- J. The location of soil test site(s), with reference labels placed upon the plan, if applicable.
- K. A table that displays the following:
  1. Zoning district(s) in which the land is located.
  2. The total area of the entire site.
  3. The total area of any wetlands within the site.
  4. Total number of building lots which could be derived in a grid subdivision on the site.
- L. The approximate location of a road that would provide access to a grid subdivision on this site and its linear feet.
- M. The approximate location of lots lines would define the lots within a grid subdivision on the frontage and total area in square feet for each lot.
- N. If the applicant seeks a waiver of strict compliance with these Regulations, a note describing the waiver(s) requested.

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### **APPENDIX A2:**

#### **YIELD PLAN NARRATIVE CHECKLIST**

Required contents of the Yield Plan Narrative shall include:

- A. A descriptive document title.
- B. Name and address of the Landscape Architect and Engineer that prepared the narrative.
- C. Data sheets for the official soil percolation tests together with:
  - 1. descriptions of the soil depth(s),
  - 2. percolation rate(s), and
  - 3. The composition and type of soil within the proposed development, if applicable.
- D. A table showing:
  - 1. The application of Formula One, Basic Maximum Number of Allowed Lots (see Zoning Ordinance section 5.15.7.3); and
  - 2. Derivation of the Basic Maximum Number of Allowed Lots.
- E. Description of anticipated yield, with approximate total number of bedrooms.
- F. Description of rationale supporting requests by the applicant for waivers of strict compliance with these regulations.



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### **APPENDIX B:**

#### **SKETCH PLAN MAP CHECKLIST**

The sketch plan map shall contain the following information on a 24 by 36 inch sheet:

- A. Title block along with the notation SKETCH PLAN MAP. Note: see the Yield Plan section of these regulations for a description of the required title block contents.
- B. Notation with specific reference to the Yield Plan with its date of last revision.
- C. Names of all abutters as determined from the most recent tax list.
- D. Stamp and signature of a Landscape Architect.
- E. At the option of the applicant, the stamp and signature of a Professional Engineer (P.E.) that prepared the plan.
- F. Locus plan of the site and vicinity at 1" = 1,000' (duplicate yield plan map requirements).
- G. Horizontal scale of one inch equals forty feet.
- H. North point.
- I. Lines showing the property boundaries for the overall site subject to an OSRD application along with any property lines on the site and within 250 feet.
- J. Topography of the land as shown by two (2) foot contour lines to an area on or within 250 feet of the property.
- K. Areas with slopes of twenty (20) percent or more on or within 250 feet of the property.
- L. Areas of the plan designated as wetlands, including all resource area (regulatory wetland) boundaries and buffer zones clearly identified along with all flag locations numbered and placed upon the plan, and approximate location of any wetland within 250 feet.
- M. The location on the site of existing natural and man-made landscape features including: forests, fields, meadows, buildings, structures, utilities, archeological and historic structures or points of interest, rock outcrops, boulder fields, stone walls, steep slopes including cliffs, high points, major long views, forest glades, major tree groupings, noteworthy tree specimens, habitats of endangered or threatened wildlife, and also any of these features within 250 feet of the property. This includes information identified in the Pre-Application submittals as well as existing features requested by Planning Board to be included in a the sketch plan based on a site visit.
- N. The location of major watershed drainage divides within 250 feet of the site.
- O. The location of any protected open space adjacent to the site.
- P. The location of areas in the Watershed Protection Overlay District on site or within 250 feet.
- Q. Existing streets, ways, and/or driveways on the site or within 250 feet.
- R. Existing easements on the site or within 250 feet.
- S. The location of the site perimeter setback line with any part of this are proposed to be disturbed by a way provided in an alternative marking.
- T. That part of the site perimeter setback proposed to be designated as open space.
- U. Area identified as Primary Conservation Area shall be marked, and any part of that area that will be altered provided with an alternative marking.
- V. Approximate Secondary Conservation Area shall be marked, and any part of that area that area that will be disturbed provided in an alternative marking.



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- W. Approximate Potentially Developable Area shall be marked, and any part of that area that will be disturbed provided in an alternative marking.
- X. The approximate proposed location of the open space set aside pursuant to Section 5.15.4.
- Y. A breakdown of the proposed open space characteristics according to 5.15.4.1.
- Z. General building envelopes which locate the individual house sites.
- AA. Site features proposed to be demolished, or moved.
- AB. Approximate areas where soils or rock are proposed to be altered more than two (2) vertical feet.
- AC. Delineation of areas where existing vegetative cover is proposed to be altered (such as when it is proposed to remove vegetation) and any area cut or filled less than two (2) vertical feet.
- AD. Approximate areas and dimensions of each lot.
- AE. The approximate location of any proposed streets, ways and driveways.
- AF. Delineation of associated parking areas.
- AG. A conceptual drainage plan showing:
- AH. Watershed drainage area boundaries,
- AI. The approximate location of any major drainage devices;
- AJ. The approximate location of major proposed infrastructure improvements, including any lighting or cross-country utility line layouts.
- AK. The approximate location of any trails or sidewalks.
- AL. Landscaping plan with proposed location and specifications, including species, notation to identify where existing vegetation is retained, and the provision of landscaping for screening purposes. Landscaping plans may be augmented by planting details, perspective drawings, and landscaping management programs.
- AM. Description of rationale supporting requests by the applicant for waivers of strict compliance with these regulations.

### **APPENDIX B2:**

#### **SKETCH PLAN NARRATIVE CHECKLIST**

Required Content of the detailed Sketch Plan narrative shall include the following:

- A. A qualitative description of the proposed characteristics and layout of open space.
- B. A description of the proposed site development program.
- C. Discussion of the rationale for altering topography (providing major cuts and fills) in Secondary Conservation Areas.
- D. Discussion of the rationale for altering topography (providing major cuts and fills) more than two vertical feet for areas greater than two thousand (2,000) contiguous square feet within the Potentially Developable Area.
- E. Proposed conceptual uses of open space along with an explanation of the proposed concept for open space stewardship.
- F. A description of how the stormwater management system will function on the site and the proposed off-site impacts, including:
- G. Some basic or preliminary calculations and descriptions of how it is proposed to achieve stormwater management.

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- H. Description how proposed stormwater management will provide adequate quantitative control of stormwater emissions.
- I. Description how proposed stormwater management will provide adequate qualitative control of stormwater emissions.
- J. Preliminary description of how sanitary wastewater management will be provided on the site.
- K. Preliminary description of how drinking water will be supplied to the site.
- L. Preliminary description of how other utilities and infrastructure will be laid out on the site.
- M. Preliminary description of how landscaping and screening will be provided on the site.
- N. Description of the proposed landscaping management plan.
- O. Description of the proposed site circulation system operation and management plan.
- P. Description of stormwater system operation and management plan.
- Q. Description of how the applicant proposes to comply with the detailed design standards.
- R. Description of rationale supporting requests by the applicant for waivers of strict compliance with these regulations.
- S. An explanation of the rationale for major departures from the standards for subdivision development provided in the Design and Improvement requirements within the Subdivision Regulations.